

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES

Wednesday, October 17, 2019

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, October 17, 2019** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 10:00 a.m.

ROLL CALL

Board members present (5):

Springfield: Pam Blackorby, present
Tad Huskey, present
Lisa Kaigh, present

Chicago: Karla Schreiber, present
Jessica O'Leary, present

Other staff: Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Old Business

Karla Schreiber, Chairperson asked if there was any old business to report.
No comments were received.

New Business

Technical Service Assistance for Information Technology (IT) Network Staff – FY2020

Rocco LaSalvia, SPO, explained the Chief Technology Officer submitted a request to secure technical services with Tech-Win, Information Technology. Tech-Win, Inc has vast knowledge of the office network infrastructure and has provided similar services on several prior occasions dating back to 2003. Tech-Win has been instrumental in designing and building the current network infrastructure and they are highly qualified to assist with the office projects.

The office will be working on several projects requiring assistance with network infrastructure; Tech-Win will be assisting IT staff with specified installation, configuration and security improvements to the network. Office Services will secure a contract with Tech-Win, Inc. The total anticipated expenditures will not exceed \$19,500.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Partition Panel Purchase for Workstation

Rocco LaSalvia, SPO, explained the Office Services has gathered cost information to purchase tall partition panels to build workstations to accommodate staff in the JRTC. Office Services secured cost information from three (3) vendors: Global Industrial, Officemakers Inc., and Forward Space. Office Services will execute a purchase order to secure the partition panels from Forward Space, the vendor that submitted the lowest cost information for a total cost of \$6,053.25.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Purchase of HP LaserJet Printers

Rocco LaSalvia, SPO, explained the Chief Technology Officer has submitted a request to purchase ten (10) HP LaserJet Enterprise M608x printers to replace printers that are beyond repair. Office Services secured cost information from Connection Public Sector Solutions, CDW-G, Insight Public Sector and Daly. Office Services will execute a contract with Connection Public Sector Solutions, the vendor that provided the lowest purchase price of \$11,845.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Lease Office Space improvements – New Carbondale Office

Rocco LaSalvia, SPO, explained the office has been working with a contractor Fager-McGee, Commercial Construction Company to improve office space the office is seeking to lease. This office space is in a building that is located on the Southern Illinois University (SIU) grounds. The landlord and SIU staff recommended Fager-McGee due to their vast experience. They have developed/improved several suites and building located on the SIU campus as well as several projects with other state agencies, including the Capital Development Board (CDB). They are well versed with SIU building code requirements / standards, which do differ from the local City of Carbondale building codes. Under this plan, Fager-McGee would reconfigure existing office space to allow for optimal use. The office would reprogram six existing oversized offices and an abundance of under-utilized open space into a space that will consist of nine offices, a conference room, a break area and adequate receptionist/support staff space.

This project would commence once the Office fully executes a Lease and it would take approximately 6-8 weeks to complete. Office Services will enter into contract with Fager-McGee to execute this improvement plan. The anticipated cost is \$98,500.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Purchase of Video Camera System with Various Equipment Components

Rocco LaSalvia, SPO, explained the Chief Technology Officer submitted a request to purchase a 4k Video Camera / Camcorder with various equipment accessories/components. Office Services secured cost information from B & H Photo, Lowmarkup, CDW, Bluewave Micro and Softchoice. Only B & H Photo and Low markup were able to provide cost information. Office Services will execute a purchase order with B & H Photo, the vendor that provided the lowest purchase price of \$9,910.53.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment were received.

Adjournment:

There being no further business to come before the PPCMB Board, Pam Blackorby moved and Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Jessica O’Leary, Pam Blackorby, Tad Huskey and Lisa Kaigh

The meeting adjourned at 10:14 a.m.